

Associate Director Career Services - Engineering and  
Computer Science  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=241882>

Downloaded On: Jul. 24, 2024 5:22am

Posted Jul. 23, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Associate Director Career Services - Engineering and Computer Science
<b>Department</b>	Career Services
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jul. 23, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Educational Services Alumni Relations
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20728?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20728?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

Positions in Career Services provide comprehensive career development assistance to undergraduates, graduate students, and alumni from Tufts University. Services include individual career advising, drop-in hours, online resources, workshops, graduate school advising, career and intern fairs, networking and presentations with alumni and employers, job and internship search assistance, and online job and internship listings. Professionals in Career Services work closely with recruiters/employers to arrange information sessions, resume collections and interviews with Tufts graduates.

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### What You'll Do

**This is a part-time position at 17.5 hours per week and is benefits eligible. It is shared with another employee, and the reflected pay range is reflective of the full time equivalency.**

The Associate Director will provide career advising to Engineering and Computer Science, undergraduate and/or graduate students and recent alumni in all phases of career development, including identifying career interests/skills/values, choosing majors or programs of study, graduate school planning, internship and job search strategies. The successful candidate will engage key internal and external constituents, including faculty, parents/families, alumni and prospective employers to build support for career services. The Associate Director will also handle the below:

- Design, organize, lead, and evaluate innovative programming to ensure that students and alumni are prepared for careers after Tufts
- Oversight and development of marketing and publicity materials to communicate programs and services
- Develop and maintain relationships with employers in the engineering and technology sectors
- Represent the university at on-campus and off-campus events and on university wide and external work groups and committees

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's Degree and 5-8 years of directly related professional experience
- Experience coaching and advising in a higher education or related setting

#### Preferred Qualifications:

- Master's Degree in related field of study strongly preferred
- Knowledge of Engineering and Tech fields including specific industry, job type and career paths

### Pay Range

Minimum \$78,050.00, Midpoint \$97,600.00, Maximum \$117,150.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect



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pay between the minimum and midpoint of the range.

### Contact Information

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

### Contact

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